



## American National Standards (ANS) Process:

“Recirculation” Requirements in the *ANSI Essential Requirements*  
([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements))

# PSA/ANS Staff Contacts



[psa@ansi.org](mailto:psa@ansi.org) = PSA's common email box

- Anne Caldas – NY – 212-642-4914, [acaldas@ansi.org](mailto:acaldas@ansi.org)
  - Ally Bonacasa – NY – 4978, [abonacasa@ansi.org](mailto:abonacasa@ansi.org)
  - Ned Demirovic – NY – 4971, [ndemirovic@ansi.org](mailto:ndemirovic@ansi.org)
  - Elizabeth Gonzalez – NY – 8912, [egonzalez@ansi.org](mailto:egonzalez@ansi.org)
  - Jay Moskowitz – NY – 8925, [jmoskowitz@ansi.org](mailto:jmoskowitz@ansi.org)
  - Jim Thompson – NY – 4913, [jthompso@ansi.org](mailto:jthompso@ansi.org)
- 
- ✓ Everyone is muted; please raise your hand and you will be unmuted when we get to the Q&A at the end or enter your questions in the Chat
  - ✓ This session is being recorded
  - ✓ Slides will be sent via Email later and posted at [www.ansi.org/asd](http://www.ansi.org/asd)
  - ✓ We'll use SLIDO during this session

# “Recirculation”

The *ANSI Essential Requirements* includes a provision that ensures that **unresolved objections** and the **response (attempted resolution) to them**, along with **any substantive change** (as ANSI defines the term) to the text of the draft standard since the last public review and vote are provided to **ALL** members of the consensus body (whether they voted on the original ballot or not) to afford them the opportunity to **Vote, Revise a vote, or Reaffirm a vote**

- Always attempt to resolve a negative vote with comment and negative public comments; if you are successful, then a recirculation would only be required if substantive changes are made to the text

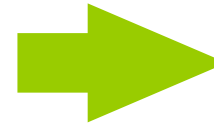
# ANS Development Cycle



**PINS Announcement;  
PINS Deliberation**



**Public Review: 1+  
and Consensus vote**

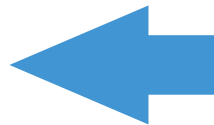


**2.6 Consideration of  
Views & Objections:**  
Recirculation vote  
opportunity; Another  
public review of  
substantive changes.

**\* Complete ASD Appeals,  
then BSR-9 to ANSI**



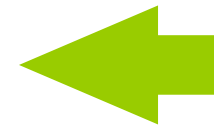
**ANSI Appeals;  
Publication**



**Approval**



**Review of  
Due Process  
Requirements**



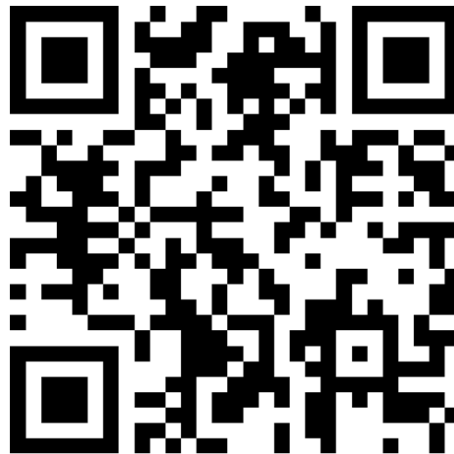
**[www.slido.com](http://www.slido.com)**

**Slido code: ANSI0723**

**Joining Link:**

**<https://app.sli.do/event/s5p5pRfxFxfcMnkfivXbWY>**

**QR Code:**



## 2.6 Consideration of Views and Objections - Procedural Requirements (for context)

- In connection with an **objection** articulated during a public comment period, or submitted with a vote,
  - an effort to resolve **all expressed objections accompanied by comments related to the proposal under consideration shall be made**, and
  - each such objector shall be **advised in writing** (including electronic communications) of the **disposition of the objection and the reasons therefor**.
- ✓ Written response is required; verbal discussions are great and often helpful, but the disposition with reasons must be documented.
  - For verbal discussions, send a follow-up confirming email and retain it



## 2.6 Consideration of Views and Objections - Recirculation language

- Each unresolved objection (voter, public commenter) and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to all members of the consensus body in order to afford all members an opportunity to respond, reaffirm, or change their vote.
  - ✓ This is the “recirculation”, “reconsideration” requirement
  - ✓ All members of the ANS consensus body, *not just those that cast a vote on the original ballot to approve the standard as an ANS*
  - ✓ The ballot must include: 1) unresolved objections (votes and public comments); 2) attempt at resolution; and 3) any substantive change (related to public comments or otherwise) *see next slide...*
  - ✓ If a voter does not respond to a recirculation opportunity (usually a ballot), then their original vote stands, otherwise, the vote on recirculation supersedes the original vote (see later chart)
  - ✓ NOTE: a vote to approve a response to comments alone does not satisfy the recirculation requirement.

## Substantive change – What does this mean in the context of 2.6 Consideration of views and objections?

**Substantive Change:** A substantive change in a proposed American National Standard is one that **directly and materially affects the use of the standard**. Examples of substantive changes are below:

- “Shall” to “should” or “should” to “shall”;
  - Addition, deletion or revision of requirements, regardless of the number of changes;
  - Addition of mandatory compliance with referenced standards.
- ✓ *If your procedures do not include a process for determining whether changes are substantive vs. editorial, consult the Chair or Officers or drafting group or consensus body and document the results*



## Substantive change...continued

- A second or third, etc., public review in *ANSI Standards Action* is required if substantive changes are made to the draft after an ANSI public review (and another vote is required)
  - ✓ You may limit the text available for public comment and vote to just the change since the last public comment, e.g., a word, a phrase, a paragraph
  - ✓ It is the consensus body's decision when to stop making new substantive changes, but any substantive change must be fully processed, [including public review, comment resolution, vote, recirculation, etc.](#)
  - ✓ Remember to document who makes the decision of whether a change is a substantive change, how and why a particular decision was made as it can be challenged by a participant via a complaint or appeal, or later identified as a concern in the ANSI audit

## 2.5.2 Public Review text and text that is Recirculated to the ANS consensus body for vote

- ✓ Clearly identify the text that is available for public comment
- ✓ Clearly identify the text that is available for vote in connection with a recirculation
  - Strikethrough-underline format is best

## ANS – Consensus Body Vote, including Recirculation Vote

- ✓ How the ballot question is posed matters, so be careful with the wording of the ballot
- ✓ A vote to approve responses to public comments is not (on its own) a vote to approve the standard nor does it qualify as a recirculation vote
- ✓ Whatever voting options are documented in an ASD's procedures apply - unless the procedures provide flexibility, the ASD must use the voting options specified
- ✓ Length of ballots may vary, e.g., **some recirculation ballot periods are shorter** than primary ballots and this is specified in an ASD's procedures
  - If your procedures do not specify a recirculation ballot period, then the default is the same as the original ballot

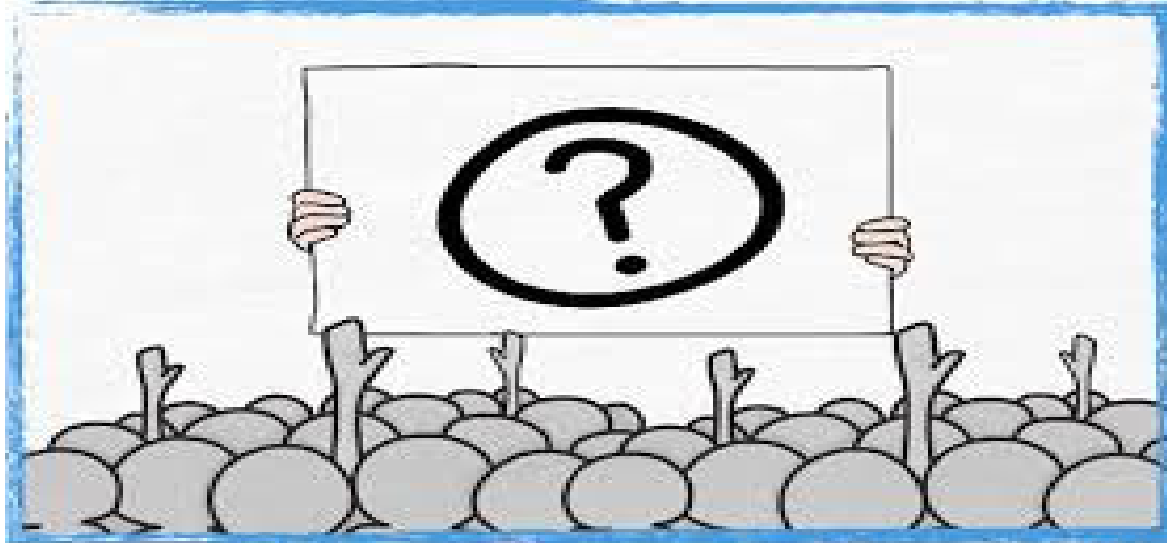
## An example of a recirculation ballot question

- In light of the unresolved objections, attempted resolutions and substantive changes provided with this recirculation ballot, do you approve of the standard as an American National Standard?

# Reconciliation of votes of consensus body for reporting to ANSI BSR/Audit verification

- How to reconcile sample multiple ballot tallies (NOTE: if no change to a vote is received, then the original vote stands)

|                           |                |                   |  |                  |               |                   |
|---------------------------|----------------|-------------------|--|------------------|---------------|-------------------|
| <b>Original Vote</b>      | Yes w/comments | Yes w/comments    | No w/comments  | No with Comments | Not returned  | Not returned      |
| <b>Recirculation Vote</b> | No w/comments  | No w/out comments | No w/out comments  | No with comments | No w/comments | No w/out comments |
| <b>Final Record</b>       | No w/comments  | No w/out comments | Original comments from original “no” vote would have to have been addressed – in other words, you can report a final vote as “no w/out comments” but you would have had to address and recirculate the original comments | No with comments | No w/comments | No w/out comments |



**Thanks for joining us today...**

**✓ Exit survey – 3 quick questions, please complete them:**

**❖ Was this webinar useful?**

**❖ How can we improve it?**